

# CHIRIACO SUMMIT WATER DISTRICT

## Regular Meeting Minutes

Tuesday, May 8, 2018 at 10:00 am

Chiriaco Summit Community Center

1. **Call to order** - Meeting was called to order by Board President Margit Rusche at 10:15am
2. **Roll Call**

Margit F. Chiriaco Rusche	<input checked="" type="checkbox"/>	Heather Garcia	<input checked="" type="checkbox"/>
Joseph R. Chiriaco	<input checked="" type="checkbox"/>	Diana Ragsdale	<input checked="" type="checkbox"/>
Claudia Figueroa	<input checked="" type="checkbox"/>		

Also present was the District's Office Manager Eduardo Guevara. Quorum was declared.
3. **Approval of minutes from previous meetings (03/13 & 03/26/2018)**

After reviewing the minutes from both previous meetings, Ms. Garcia made a motion to approve them as submitted, seconded by Mrs. Rusche. All in favor, motion carried.
4. **Old business**
  - 4.1. **Riverside County DEH's recommendations/observations regarding the Water System Operation**
    - 4.1.1. **Update on advances on pending items** – Operations Plan –
      - 4.1.1.1. **XCCP** - No response yet from Chief Plant Operator.
      - 4.1.1.2. **Updated piping plan for T.P. site** – Sent to LPA. Waiting on any comments or corrections. Work in Progress
      - 4.1.1.3. **Emergency Chlorination Plan** – No response yet from Chief Plant Operator.
      - 4.1.1.4. **Updated CT Calculations** – Sent to LPA, which will forward them to the State (Mr. Richter). Work in Progress.
    - 4.2. **State Grant (Prop 1) Update (20160308-3.1)** – \$108,000 in already incurred engineering expenses were reimbursed to the district, and the outstanding Notes Payable were paid off. Work on the preliminary engineering report continues.
    - 4.3. **List of required tools and equipment for the operation of the treatment plant (20170711-5.1)** – No response yet from Chief Plant Operator.
    - 4.4. **Securing or relocating (underground) valve for the southwest part of the distribution system. (20170117-4.5)** – No response yet from Chief Plant Operator.
    - 4.5. **Clear Well Tank Addition (20170912-5.5)** – Riverside County will follow up with an inspection, not yet scheduled. Updated piping plan for the TP (4.1.1.2 above) sent to LPA.
    - 4.6. **Review of the Rate Structure (20170912-5.3)** – A request for Technical Assistance was filed with RCAC; work in progress.
    - 4.7. **Creation of the Capital Improvements Plan (CIP) (20170912-5.4)** – See 4.6 above
    - 4.8. **User Service Lines Inventory** - No response yet from Chief Plant Operator.
    - 4.9. **1,2,3-TCP Testing** – The district took the first quarterly sample in late March, and will take the samples quarterly, due to MWD not providing their testing. It is estimated that the additional testing will have a fiscal burden of around \$420.00.
    - 4.10. **New meter for district office. (20170912-5.9)** – *Tabled*
    - 4.11. **Hiring an Office Assistant; training and transfer of responsibilities (20170509-4.8)** – *Tabled*.
    - 4.12. **Split of JLC Community Facilities connection into irrigation and regular use (20160308-4.2)** – *Tabled*.
  5. **New Business**
    - 5.1. **Draft Budget for FY2018-2019** – a draft budget was presented to the board. A complete and updated budget will be presented to the board for review in July's regular meeting. No action taken at this time.
  6. **Staff reports:** Presenters must direct their report to the board. After the presentation, Board Chair may allow questions. Each speaker must first be recognized by the Chair.
    - 6.1. **Treasurer's Report** - There were no questions related to the Treasurer's report.
    - 6.2. **Office Report**
      - 6.2.1. **Update on Certification of Plant Operators (20160119-5.2.1)** – The Operator in Training presented the D1 re-test on March 17<sup>th</sup> and failed. The board agreed to give him an extension for a third and final exam in September. Mr. Sanchez' T2 certification needs to be renewed at the end of the year and the required contact hours must have been taken by then. Mr. Guevara will follow up and enroll Mr. Sanchez in an approved course to fulfill this requirement. Mr. Guevara expressed his intention of going for the T2 certification (he is currently a D1/T1).
  7. **Closed Session** – No Closed session.
  8. **Public Comments** – There were no public comments.
  9. **Board Members report & Correspondence** – There were no correspondence or reports from board members.
  10. **Agenda items for Next Meeting**
  11. **Adjourn** - A motion to adjourn was made by Ms. Ragsdale and seconded by Ms. Garcia. Meeting was adjourned at 10:38am. Next regular meeting scheduled for July 10, 2018 at the Chiriaco Summit Community Center.

Meeting Notes by Heather Garcia  
Transcription by Eduardo Guevara